MEETING REPORT #5

Date: 17 November 2004

Time: 15.00- 15.45

Location: Computer Engineering Canteen

Attendees: All members

Purpose:

- Evaluating the teamwork among group members during preparation of the software analysis report and getting positive and negative feedback
- Making the plan of work to be done up to the next main delivery which is the initial design report

Details on mentioned topics and decisions:

This was a relatively shorter meeting since it was the one just after the delivery of the software analysis report. We mainly talked about gained experiences during the preparation of our first main delivery. These are as follows:

- We agreed on the fact that we couldn't manage the processes enough. That is we couldn't divide the work to be completed uniformly.
- We should have made the plan of work to be completed for each day (shortly the time management) more precisely.
- A draft of the table of contents should be prepared before starting the documentation and controlled at each step of delivery producing. Moreover completed parts of the documents can be indicated by putting each of them a tick and so the remaining parts can easily be under control.
- Even it was our first main delivery and so we were quite inexperienced every member of our group was so ambitious and altruistic to prepare an analysis report which satisfies the expectations and give enough information to the reader.

Our second discussion point was the general plan of the processes to be performed up to the initial design report. Here are the mentioned tasks and work to be done:

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- Before starting the initial design tasks, necessary tools and environments will be installed and each member will be ready to use these tools and platforms.
- After Rational Rose is installed, the UML diagrams will be created. These diagrams can be listed as use case diagrams, class diagrams, sequence diagrams and activity diagrams. Necessary division of work about UML diagrams will be done after the meeting with assistant since some certain points will be clarified after that meeting.
- After installation of Oracle we will create our database entity and relationship tables.
- Extra work required for the initial design report and the details will be discussed with the assistant and so to be clear.
- The points mentioned and clarified with the assistant will be documented in the next meeting report.

As the last point, we decided to make our weekly meetings on each Tuesday at 11.00 before the assistant meeting. We strongly believe that this change will be so useful to solve the uncertain points in the meetings with our assistant immediately after our weekly group meetings.

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